



Time Management

Introduction:

Effective time management and its life-altering effects are required skills for all employees in an organization. This requires the ability to prioritize tasks in the workplace effectively. A worker must also avoid distractions, which most individuals think distractions are meant for entertainment.

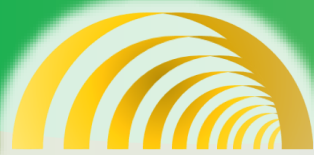
Multitasking is the ability to divide one's attention between multiple tasks or activities, such as talking on the phone while driving. This, however, comes at the expense of another crucial employee characteristic: productivity. Being productive is not synonymous with completing every task. To be productive, one must complete all the required tasks and make progress. Completing all tasks with mediocre quality, however, decreases efficiency. This trade-off relationship between the two elements exists at all levels of work.

MARBLE ARCHES Training & Events

Tel: +6017-3370965 • WhatsApp: +6017-3370965

Email: info@marblearches.com • Website: www.marblearches.com

(Company No : 202203261259 (NS0275491-D))



MARBLE ARCHES

Trainings & Events

This module uses the history of the British Cycling Team as a case study. Participants can relate to making positive changes in their lives, regardless of how large or small, beginning with an awareness of the importance of time management by prioritizing, handling distractions, managing multitasking, and understanding the natural relationship between productivity and efficiency.

Training Period: 2 - Days

Targeted Groups:

Basically, EVERYONE needs time management. This course was designed to fit everyone including:

- ✓ Managers
- ✓ Executives
- ✓ Supervisors
- ✓ Team leaders
- ✓ Working professionals
- ✓ Entrepreneurs and small business owners
- ✓ Individuals who work in fast-paced environments, such as healthcare, emergency services, or hospitality, where effective time management is critical to success.

MARBLE ARCHES Training & Events

Tel: +6017-3370965 • WhatsApp: +6017-3370965

Email: info@marblearches.com • Website: www.marblearches.com

(Company No : 202203261259 (NS0275491-D))



MARBLE ARCHES

Trainings & Events

Course Objectives:

This course was designed to let the participants able to:

- ✓ Achieve better results through effective planning and clarifying objectives
- ✓ Spend more time working toward high-value goals.
- ✓ Refuse unreasonable requests.
- ✓ Understand the needs of different personality styles and how to work with them.
- ✓ Keep things in perspective.

MARBLE ARCHES
Trainings & Events

MARBLE ARCHES Training & Events

Tel: +6017-3370965 • WhatsApp: +6017-3370965

Email: info@marblearches.com • Website: www.marblearches.com

(Company No : 202203261259 (NS0275491-D))



MARBLE ARCHES

Trainings & Events

Course Content:

Unit 1: Introduction to Time Management

- ✓ Are You Good at Time Management?
- ✓ Prioritization: The Eisenhower Matrix
- ✓ Activity: Set Your Priority

Unit 2: Distractions

- ✓ What are Distractions & How to Work Around Them
- ✓ Things to Do to Avoid Distractions
- ✓ Dealing with Distracting, Annoying Coworkers!
- ✓ Tips to Deal with a Constantly Distracted Worker (for Managers)
- ✓ Activity: How Did You Handle It?

Unit 3: Multitasking

- ✓ Multitasking: Its Advantages and Disadvantages
- ✓ What Happens When People Multitask
- ✓ Importance of Multitasking
- ✓ The Flip Side of Multitasking

MARBLE ARCHES Training & Events

Tel: +6017-3370965 • WhatsApp: +6017-3370965

Email: info@marblearches.com • Website: www.marblearches.com

(Company No : 202203261259 (NS0275491-D))



MARBLE ARCHES

Trainings & Events

Unit 4: Productivity and Efficiency

- ✓ Ten Simple Steps to be More Productive
- ✓ A Trade-off trait of Productivity & Efficiency
- ✓ Activity: Do You Prefer to be Productive or Efficient?

Unit 5: Conclusive Bits

- ✓ Molecular Habits – The Definition of the Phrase
- ✓ Why Tiny Changes Make a Big Difference
- ✓ What Progress is Really Like
- ✓ Case Study Handout: The History of British Cycle Team
- ✓ Lesson Takeaway

MARBLE ARCHES Training & Events

Tel: +6017-3370965 • WhatsApp: +6017-3370965

Email: info@marblearches.com • Website: www.marblearches.com

(Company No : 202203261259 (NS0275491-D))